

## **FY2004 FAST Fuel Consumption Data Entry Guidance for Fleets**

Analysis of the data in FAST and discussions with fleet managers has identified several misunderstandings about the data entry process and errors in the data. This document addresses the major data issues and provides guidance for avoiding errors. Fuel use data is entered in Section III under the Fleet Data tab in FAST.

### **Report All Petroleum Use**

Make sure all of your fuel use (in owned, commercially-leased, and GSA-leased vehicles) is accurately reported in FAST. Please check with your agency's headquarter fleet manager about procedures for reporting GSA data, since many problems in reporting this data have been noted.

### **Report All Alternative Fuel Use**

Report all alternative fuel used in vehicles and equipment. The following alternative fuels are currently available:

- Biodiesel
- Compressed natural gas (CNG)
- E85
- Electricity
- Hydrogen
- Liquefied natural gas (LNG)
- Propane (LPG)
- M85

*Neighborhood electric vehicles (NEVs) are not counted as vehicles in FAST. Do not report electricity used in these vehicles in FAST.*

### **Report the Amount and Type of Biodiesel Used**

- FAST accepts B100 (100% biodiesel) and B20 (20% biodiesel), so be sure to enter the proper type of biodiesel used.
- If you are reporting B20, estimate the percentage of the B20 used in covered vehicles. This allows FAST to attribute only that portion of the diesel (in B20) used in covered vehicles to your fleet's petroleum consumption. If left blank, FAST assumes that all of the B20 consumed was consumed in covered vehicles. (Report in box #2 of Section III).

### **Estimate the Percent Alternative Fuel Use in AFVs**

E.O. 13149 requires agencies to use alternative fuels in their AFVs at least 50% of the time they are operated. Report the total amount of fuel (petroleum as well as alternative) used in both dedicated and flex- or bi-fuel vehicles in box #1 of Section III. This number can be calculated with the two worksheets linked here using the average fuel economy of your AFVs, the number of AFVs, and the total AFV mileage for the year. Once this total is input into box #1, FAST calculates the percent alternative fuel used.

### **Break Out the Non-Covered Petroleum Use (Emergency/Emergency Response and Law Enforcement)**

E.O. 13149 exempts the petroleum consumed by these types of vehicles, so it should not be included in covered petroleum. If you do not have a breakdown of the amounts used by covered and non-covered vehicles, estimate the amount based on historical records, VMT, hours of operation, or your own judgment.

**Compare Your Entries with Last Year's Entries**

If you see significant changes from the previous year, find out why. If there is an error in your current data, resubmit. If there are no errors, be ready to explain why there are significant changes. Overall, check to see if your data make sense.

**Report Fuel Purchased Under Cross-Service Agreements**

If some of your fleet's vehicles consumed fuel purchased under a cross-service agreement, please contact Forrest King of GSA at 703-308-1442 for assistance in identifying the fuel costs and consumption for those vehicles.

**For More Information**

Contact Vicky Putsche at 303-275-4426, [victoria\\_putsche@nrel.gov](mailto:victoria_putsche@nrel.gov), if you have trouble estimating or entering your data into FAST or need help comparing last year's data. System problems should be directed to Michelle Kirby at 208-526-4273, [mok@inel.gov](mailto:mok@inel.gov).